

Approved For Release 2000/08/16 : CIA-RDP80-01826R000200070001-6

TRB

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ANNUAL REPORT - FY 1965
TRANSACTIONS AND RECORDS BRANCH
PERSONNEL OPERATIONS DIVISION

1. WORK FORCE

A. Office of the Chief

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██████████ is now the Deputy Chief and has assumed responsibilities for most of the routine functions of this office, e.g., monitoring the PRA's, verification of SCD's, etc. Bob also takes an active part in Branch Management decisions.

B. Files Section

The current staffing of only ██████████ in this section is not adequate. The authorized strength of ██████████ is on the lean side. This understaffing coupled with the complete absence of "bootleg" help is resulting in a continuous backlog, especially on the Applicant Files desk. The summer program and increased activity in QAB have increased the Files work load. Vacation schedules are just beginning. The Applicant File cabinets are full and Merle is now preparing a shipment to Records Center under the new procedure established with RI. Only the extra efforts of the Files personnel and work performed by supervisory personnel has kept files services reasonably current. Production statistics attest to the continuous high level of activity this section has maintained while on duty strength was constantly going down. We need help -- and soon.

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C. Position Control Section

PI has had almost a complete turnover in assigned personnel during FY 1965. Additional responsibilities for control of personnel actions and the increased use of Form 1152a (Multiple Request for Personnel Action) has made the PCR clerks job more difficult and exacting. This section of ██████████ is to be commended for its service, performance and accuracy during the past year. Staffing is adequate.

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D. Status Section

During FY 1965, Status maintained a very satisfactory level of accuracy (approximately 97% of actions processed) and kept their work current even with an overall increase in volume. The current staffing of ██████████ is one short of the authorized strength. I think these ██████████ girls can handle future processing requirements if there is no significant increase in volume. They may have some difficulty keeping current during vacation time. (Note -- The PCR still shows ██████████ slotted in Status, however, Dixie is now working as a PI clerk and ██████████, who is slotted as a PI clerk, is working on the CIA Retirement Staff.)

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NO CHANGE IN CLASS. ☐
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2. PRODUCTION STATISTICS (TAB A & B)

A. Files Section

The overall activity of the Files Section remained fairly constant. The large increase in employee files charged out is due in part to increased QAB activity. We processed more applicants and entered fewer on duty than last year. The drop in file material reflects the abnormal load of last Fiscal Year when much of the soft file material was put in the OPF's. We also think last year's figure was somewhat inflated and now have a more accurate count of file material received. This load does not reflect the other time consuming activities such as retiring files to the Agency or Federal Records Center, periodically inventorying the files, etc.

B. Position Control Section

The slightly reduced activity of the Position Control Section is indicative of continuing personnel controls.

C. Status Section

The large increase in Short Forms reflects the use of this means to change financial accounting numbers as well as effecting mass transfers necessitated by organizational changes. QAB input became significant beginning in January 1965. Items 7 and 8 were significant projects completed for SRB and SWD. The (Manpower Analysis Numbering System) computer input would normally have been done by DDS&T/OCS. They could not meet the deadline due to other commitments for their paper tape punch equipment.

3. PROBLEMS MET AND SOLVED

A. Documentation of Legislative Pay Increase of 5 July 1964. The service record card and file of every individual concerned was documented without outside help or the use of overtime.

B. The Occupational Series Codes for each individual were checked and those incorrect or listing obsolete numbers were corrected.

C. A further reduction of computer kickouts was accomplished bringing the rate to about 3% of the actions submitted. Considering there are between 70 and 150 keystrokes on each action that could cause a kickout, I am doubtful that much further improvement will be possible. However, we are constantly trying to improve accuracy. OCS assisted in the analysis of each kickout. After this error rate was reached and maintained, [REDACTED] of OCS suggested we discontinue individual error analysis unless there was a marked decrease in accuracy.

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PROBLEMS MET AND SOLVED (Cont'd.)

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D. [REDACTED] established Form 198d (Designation of Authorized Officials -- Control and Loan of Official Personnel Folders.) These forms have replaced the cumbersome memos formerly used for this purpose.

E. An AM-FM receiver and speaker system has been installed in the Files Section with one additional speaker in the Office of the Chief. Thank you.

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F. [REDACTED] checked the OPF and verified the SCD's of approximately 200 individuals eligible for retirement in the "Class of 1970."

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G. We released (through [REDACTED]) 366 cubic feet of Record Center Applicant Files over two years old to RID under the new procedure.

4. PROBLEMS MET AND NOT SOLVED and/or COMPLETED

A. Establishment of Destruction Schedules for Applicant Files at Records Center.

Much progress has been made including the agreement for RID to accept all Applicant Files containing a Resume that are not special interest or have not been put "in process." These files will be forwarded to RI after a reject letter is sent. This will provide RI a constant supply and not overload their machine locator system. The destruction schedule of the remaining Applicant Files and the Locator Cards is still under review.

B. Personal History File

No significant contributions were requested by OCS. This project will require TRB support after OCS completes the archival records on magnetic tape. We will be responsible for filling in the information gaps and correcting the obvious errors. [REDACTED] thinks that when they complete the machine portion of this file this Branch will have a considerable task supporting the project.

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C. Space limitations still dictate "hallway consultations" as the means for handling confidential problems.

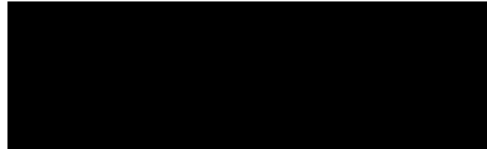
D. Control of OPF's after they are released by the Files Section is still a problem but not as great as last year.

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5. FORECAST FOR FY 1965

A. The work load should remain near the FY 1965 level or increase slightly. The total Qualification input will be considerably more, but Status should be able to handle it provided there is no significant turnover in personnel.


B. The Position Control Section has lost most of its experienced clerks to better positions and is expecting the loss of another key man in the immediate future. This may cause some trying times until the new personnel gain sufficient experience to be truly effective. TRB has experienced a turnover of 1/3 of its personnel during FY 1965. There will probably not be as great a personnel turnover in FY 1966.



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Chief, Transactions and Records Branch

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